



Forest Heights Police Department Policy and Procedures Manual

Subject:	Definitions			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 1	Section: 3	Number of Pages:	2	Replaces: All New
Original Issue: 01/01/16		Revised:		

The following words and phrases have the meanings when used in the Forest Heights Police Department (FHPD), unless the context indicates a different meaning:

“Administrators” means personnel whose primary responsibilities involve direction, management, or administrative support of an operation.

“Chain of Command” means the line of authority that begins at the Chief and extends through a single employee at each level of supervision to the level of execution.

“Chief” means the Commander of the Forest Heights Police Department (FHPD).

“Civilian Classification” means the position held by a civilian employee

“Commissioned Rank” means any rank of lieutenant and above.

“Non-commissioned Rank” means any rank below that of lieutenant.

“Contractual Employee” means a person hired for a set period of time but is not entitled to any benefits, e.g., sick and annual leave, paid holidays, health insurance.

“Crash” means one or more motor vehicles colliding with each other or with an object or person.

“Cut Off Annually” means to retain in file for the remainder of the calendar year in which a record (form, report, data) was generated plus the next calendar year.

“Deputy Chief” means the person in command of the FHPD in the absence of the Chief.

“Directive” means any written document used to guide or affect the conduct or performance of FHPD employees.

“Effective Date” means the date a FHPD policy or procedure becomes effective and is applicable to FHPD personnel.

“Employee” means any employee of the FHPD.

“Exigent Circumstances” means demanding prompt action or attention; urgent.

“Fatal Crash” means a collision of one or more motor vehicles colliding with each other, an object or a person resulting in the death of one or more persons.

“Form” means a form unique to the FHPD that is assigned a number, example form FHPD 1.

“Gender” means use of the masculine gender includes, where applicable, the female gender. The masculine gender, as used herein, refers to all persons, both male and female.

“Grade” means a differential status designating one or more police employees within the same rank as a result of a unique job function, area of responsibility, rate of compensation, technical

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expertise or longevity.

“Law Enforcement Agency” means any law enforcement agency of any department, county, or municipality of the state, including sheriffs, and unless otherwise limited, also includes similar agencies of other states and the United States of America.

“Lawful Order” means any written or verbal order issued by, or on the authority of, an employee of superior rank, that is not in violation of any statute, Town ordinance or policy and FHPD policy.

“Manual” means the Forest Heights Police Department Policy and Procedures Manual.

“May/Should” means the action to be taken is discretionary. The use of “may” is preferred in the FHPD Manual.

“Motor Vehicle” means the definition as provided in the Annotated Code of Maryland, Transportation Article, §11-135.

“Officer” means a law enforcement employee assigned the powers contained in Maryland Public Safety Article, Title 2, §2-301

“Patrol Sector” means a geographic area of patrol. It includes specified areas to which an officer may be assigned for a tour of duty.

“Police Employee” means, in the FHPD Manual, an employee designated as a police officer and who is a law enforcement employee assigned the powers contained in Maryland Public Safety Article, Title 2, § 2-301.

“Policy” means a broad statement of FHPD principles. Policy statements provide a framework for development of procedures, rules and regulations.

“Procedure” means a written directive that establishes what is to be done and defines the way it should be done.

“Rank” means a relative position in the chain of command established by rule.

“Rule” means any procedure, order, or other directive adopted by the Chief pursuant to Section 23.1 of the Town Ordinance Code, and State Law.

“Shall/Will” means the action is mandatory. The use of will is preferred in the FHPD Manual.

“Supervisor” means those personnel whose primary responsibilities involve the direction of personnel on a first-line or second-line basis. Where no personnel of supervisory rank are available for dispatch in an area, a senior FHPD officer may be designated as an acting supervisor.

“Sworn Employee” means a sworn police officer.

“Tense of Words” means words used in the present tense include the future.